

**MINUTES OF THE MEETING OF THE  
GEORGE WASHINGTON REGIONAL COMMISSION**

January 25, 2021

**MEMBERS PRESENT:** Chair, Cathy Binder, **County of King George**; Jason Graham & Matt Kelly, **City of Fredericksburg**; Jeff Black & Jeff Sili, **Caroline County**; Annie Cupka, **King George County**; Tim McLaughlin & David Ross (Alternate) (In at 7:00), **Spotsylvania County** & Meg Bohmke & Tom Coen, **Stafford County**

**MEMBERS ABSENT:** Chris Yakabouski, **Spotsylvania County**

**OTHERS IN ATTENDANCE:** Michael Aukamp, Dunham, Aukamp & Rhodes, PLC; Todd Horsley, DRPT; Jamie Jackson, FRED; Eric Gregory, Hefty Wiley & Gore; Bob Schneider, PRTC; Paul Agnello, Spotsylvania County; Alex Owsiak & Jason Towery, Stafford County; Dave McLaughlin, FAMPO CTAC; Tammy Holt & Diana Utz, Citizens

**STAFF:** Linda Millsaps; Leigh Anderson, Aisha Balogun, Kari Barber, Jordan Chandler, Michele Dooling, Stacey Feindt, Kate Gibson, Adam Hager, Matthew Lehane, Jennifer Morgan, Ian Ollis, Samantha Shoukas, & Leah Vigil

**CALL TO ORDER:** Ms. Binder called the meeting to order at 6:01 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

Ms. Binder read the Declaration in regard to the January 25th meeting being held in a virtual and remote setting.

*\*\* Due to the nature of the Declaration of a State of Emergency due to Novel Coronavirus (COVID-19) pursuant to Code 2.2-3708.2, this meeting is to be held by electronic communications, via the web platform GoToMeeting. The catastrophic nature of this declared emergency makes it impossible and unsafe to assemble a quorum in a single location and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.*

**APPROVAL OF GWRC MEETING AGENDA - Meeting January 25, 2021**

Upon motion made by Ms. Bohmke & seconded by Mr. Kelly, with all concurring, the January 25th GWRC meeting agenda was approved as submitted.

**APPROVAL OF MINUTES:**

**a.) November 16, 2020 GWRC Meeting (Action Item)**

Upon motion by Mr., Graham and seconded by Mr. Kelly, and all others concurring, the November 16<sup>th</sup> minutes were approved as submitted.

**PUBLIC INVOLVEMENT:** None

**FINANCIAL REPORT:** Michele Dooling, Director of Finance & Personnel

**a.) GWRC Annual Audit – Michael Aukamp, Dunahm, Aukamp & Rhodes**

Mr. Aukamp provided a summary of the audit that was completed for GWRC for FY2020. Mr. Aukamp advised the audit results showed no discrepancies, no disagreements, and nothing unusual to report. Mr. Aukamp stated there were no changes needed and GWRC was in compliance with all state and federal requirements. Mr. Aukamp advised that financially GWRC has improved its assets and cash balance significantly from last year's audit and is continuing to maintain this consistency in a positive direction. Mr. Aukamp relayed that with COVID-19 being an unusual year for all entities, this resulted in documents being provided both electronically as well as two in-person office visits. Mr. Aukamp stated that Ms. Dooling complied with all auditor requests in both a timely and efficient manner. Mr. Aukamp stated that not only with COVID-19 issues that GWRC also switched accounting software from one system to another which also resulted in substantial time and effort from Ms. Dooling to ensure the transfer was completed in a timely manner.

**b.) Banking Services Update – Dr. Linda Millsaps & Kate Gibson**

Dr. Millsaps advised that an RFP was distributed to a number of banks within the region and in moving forward, GWRC will be utilizing Carter Bank & Trust. Dr. Millsaps stated this transfer will result in GWRC's accounts all being at one bank and not in multiple banks as was established in past years.

**c.) Monthly Financial Report – December 2020 & Year-to-Date Financial Report – June 2020 to December 2020**

Ms. Dooling provided updates to both the Monthly Financial Report for December, 2020 & the Year-to-Date report from June 2020 to December 2020. Ms. Dooling advised the current balance sheet; the income statements; the dashboard; & the cash flow statements are included in tonight's agenda packet. Ms. Dooling advised that GWRC's cash-on-hand balance for FY2020 increased from \$302,869 to \$385,427. Ms. Binder thanked Ms. Dooling for all of her efforts. There were no questions asked of Ms. Dooling from the GWRC committee members on any of the above-referenced reports.

**PRESENTATIONS:**

**a.) FY22 DRPT Grants for GWRideConnect – Kate Gibson**

**i. Resolution 21-11: Match Commitment for CAP Operating Assistance Grant (Action Item)**

Ms. Gibson advised that as a result of the GWRideConnect program no longer receiving the \$125,000 of up-front funding from the FAMPO CMAQ allocations that two grants would be pursued with DRPT to cover the operating costs for continuation of the GWRideConnect program. Ms. Gibson stated that DRPT has recommended the filing of both grants and the grants are an 80% DRPT grant with a 20% local match that does come from the locality funds paid by each of the five GWRC jurisdictions. Ms. Gibson advised the budget requested for FY2021 is the same that was requested for FY2020.

Upon motion by Mr. Kelly and seconded by Mr. Graham, with Mr. Ross not being in attendance at the time of the vote and Mr. McLaughlin voting no, Resolution 21-11 was approved with an 8 to 1 vote count.

**ii. Resolution 21-12: Match Commitment for Vanpool Project Grant (Action Item)**

Ms. Gibson advised Resolution 21-12 is request for a DRPT funded grant that will cover staff assistance for the maintenance of the state's AdVANtage self-insured insurance program that is available to vanpool operators across the State of Virginia. Ms. Gibson relayed this grant does not require a local match and is a partnership between DRPT, DRM & GWRC. Ms. Gibson relayed GWRC would be applying for \$60,000; with \$15,000 being provided from Division of Risk Management (DRM) that will off-set the local match needed. Ms. Gibson stated that GWRideConnect staff maintains the AdVANtage program for the entire state.

Upon motion by Mr. Graham and seconded by Ms. Bohmke, with Mr. Ross not being in attendance at the time of the vote and Mr. McLaughlin voting no, Resolution 21-12 was approved with an 8 to 1 vote counted.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**a.) Holiday Schedule/Leave Policy Update (Action Item) – Dr. Linda Millsaps & Kate Gibson**

Dr. Millsaps advised the GWRC Employee handbook is included in tonight's agenda packet and this was approved by the Commission at a previous meeting. Dr. Millsaps stated that presented tonight is a request for a motion to adopt revisions within the Holiday Schedule to the existing handbook. Dr. Millsaps advised that as Stafford County carries the GWRC staff under its umbrella for insurance benefits and payroll, that the requested changes being requested tonight will align the GWRC Employee handbook with Stafford County's. Dr. Millsaps relayed that previously Stafford County awarded annually all full-time employees two floating holidays that could be taken within the year to off-set Stafford County not honoring Lee Jackson Day & Columbus Day as other localities within the region have as designated office holidays. Stafford County has implemented two new holidays which are office closings for June tenth & Election Day and have discontinued the floating holiday benefit. Dr. Millsaps asked for GWRC to adopt the same policy change.

Upon motion by Ms. Bohmke and seconded by Mr. Graham, with all concurring, this motion was approved with a 9 to 0 vote count, with Mr. Ross not being in attendance at the time of the vote.

**b.) Resolution 21-13: Supporting Regional I-395/95 Commuter Choice Applications  
(Action Item)**

Ms. Gibson advised Resolution 21-13 is a request for submittal of a letter of support to I395/95 Commuter Choice applications being submitted from the City of Fredericksburg and the Counties of Spotsylvania & Stafford. Ms. Gibson advised the motion is for support of locality endeavors only and does not obligate any funding.

Upon motion by Mr. Kelly and seconded by Mr. Graham, with all concurring, the motion was approved unanimously with a 10 to 0 vote count being received.

**c.) GWRC Meeting Schedule Discussion**

Ms. Binder asked for member feedback and discussion on finding an alternate meeting night for the GWRC meetings to eliminate GWRC meetings running over into the FAMPO scheduled meeting times as both committees currently meet on the same night. Ms. Binder stated she felt it would be of benefit to both committees if meetings were held at separate times. It would allow agenda material not being rushed for GWRC and would allow FAMPO to not be running behind and/or to begin their meetings at an earlier time.

There was consensus from the members that changing the GWRC meeting date to another meeting time was favored. Ms. Binder advised she would coordinate the efforts with GWRC staff so members would receive alternate available meeting nights for consideration and feedback. Ms. Binder advised this would be an item added to the February agenda for vote and action.

**d.) Executive Director's Report – Dr. Linda Millsaps**

**i. January 2021 GWRC Newsletter**

Dr. Millsaps advised that GWRC has initiated a newsletter that is included in tonight's agenda packet that highlights accomplishments made by GWRC staff. Dr. Millsaps relayed this would be an on-going item that will likely be sent out on a quarterly basis and will be distributed to GWRC members, the community, etc.

**ii. Grants Update**

**1. SMART Scale Round 4 Update – Preliminary Scoring**

Dr. Millsaps provided updates on the CoC and Environmental grants. Dr. Millsaps stated that more detailed information will be provided at the FAMPO meeting, but overall, the initial scoring results for Smart Scale Round 4 has indicated the region did very well with the applications submitted this year by both GWRC & FAMPO.

### iii. Staffing Update

Dr. Millsaps advised that she will be resigning from her position at GWRC and her last day will be February 19<sup>th</sup>. Dr. Millsaps thanked the Commission for the opportunity they had afforded her. Ms. Binder stated the executive committee would be meeting for an emergency meeting which will be scheduled after conclusion of tonight's meeting to discuss both the interim time period and the process for hiring of a new director.

#### **CORRESPONDENCE:**

Included in January 25th agenda packet for member review – required no action from the committee.

**ADJOURN GWRC MEETING** – The February 25th George Washington Regional Commission meeting adjourned at 7:22 p.m. The next scheduled GWRC meeting will be held on February 22, 2021 at 6:00 p.m.

Respectfully Submitted, Dr. Linda Millsaps, Executive Director  
(Draft Minutes prepared by JoAnna Roberson)